

Writing a Great Research Paper: Quoting, Citing, & Paraphrasing Study Guide

by
Karl Weber, M.A.



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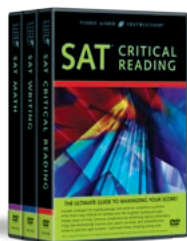
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P.O. Box 332

Roslyn Heights, NY 11577-0332

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Introduction

In this invaluable program, a research expert teaches you how to synthesize your research sources with your own ideas to form a cohesive paper that has one consistent voice: yours. You'll learn the right ways to "plug in" the words of other writers within your own writing, so that your paper reads smoothly—and you sound mature, thoughtful, professional, and scholarly.

For easier studying and maximum success, we recommend that you view the program over a number of short sessions: don't try to absorb too much at one time. Review the entire program, or specific sections, as many times as you find necessary in order to master the material.

Perhaps most importantly: Don't forget to take advantage of your "pause" button while viewing the program. Keep plenty of scrap paper handy so you can jot down ideas, work through concepts, and more. And finally, be sure to use the myriad on-screen graphics to take notes for yourself—when you're done, you'll have a notebook you can refer back to again and again.

About Your Instructor

Karl Weber, M.A., is an educator, editor, and bestselling author in fields ranging from business to politics to test preparation. He has worked on books with such noted figures as management guru Adrian Slywotzky, Loews Hotels CEO Jonathan M. Tisch, and President Jimmy Carter.

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Part 1: What Needs to Be Cited?

So how do you distinguish what needs to be cited from what doesn't? Here are some guidelines:

- Common knowledge doesn't need to be cited.
- Facts that may be open to dispute need to be cited.
- Facts that may not be subject to dispute but that are little known and come from a specific source need to be cited.
- Opinions and interpretations of facts that you borrow from other writers need to be cited, preferably to their root source. When you refer to any well-known idea that can be traced to a specific originator, try to cite the original source, not some later interpreter. (If an opinion or interpretation is extremely obvious or very well known, it may qualify as common knowledge.)

Take into consideration the level of experience of your reader. This will help you determine whether a certain piece of information can be considered common knowledge. Ask yourself: Would someone reading my paper who is generally knowledgeable about the topic but not an expert find it helpful or useful to have a source cited for that piece of information? If the answer is yes, then go ahead and cite a source. If the answer is no, then don't bother: they would probably consider this piece of information common knowledge. When in doubt, cite a source.

Part 2: How to Incorporate Your Research into Your Writing

Here are the three ways you can blend your research source materials into your own prose:

- Paraphrasing (stating the information in your own words, using your own style, and fitting it naturally into the flow of your paper). Choose this form of citation whenever the idea you are citing is more important than the precise way it is stated in your source. Always provide a citation when you paraphrase.
- Direct quoting of one or more sentences (quoting one or more of another writer's sentences verbatim). Choose this method when a particular author has stated something in a way that is unusually apt, interesting, forceful, or thought-provoking—the kind of sentence or paragraph that makes you say, "Wow! I can't imagine how that idea could be stated any better." Introduce the quotation with a phrase or sentence that provides the background for the quote (who said it, when, where, how, and/or why); use block quotations for longer quotes. Always provide a citation when you quote directly.
- Interweaving of quoted words or phrases into your own writing (quoting another writer's words or phrases verbatim, embedded in your own sentences). Choose this technique when there are specific bits of language that are worth borrowing from another writer but when it's not necessary to quote an entire sentence or more. Naturally, as with any citation of a source, you need to include an introductory phrase or sentence that provides the background for the quote (who said it, when, where, how, and/or why). Always provide a citation when you interweave quoted words or phrases.

Remember: When quoting, be careful to record every detail precisely (including any errors in grammar, spelling, etc.) and use square brackets, ellipses, and *sic* as needed. For specific guidelines about formatting parenthetical references, footnotes, and bibliographies, be sure to watch the next program in the series: *Writing a Great Research Paper: Formatting Your Paper*.

Writing a Great Research Paper: Quoting, Citing, & Paraphrasing

Introducing Quotations

In a research paper, you should be careful to always introduce your quotations. What does that mean? Well, you should prepare your readers for every quoted or paraphrased section by first telling them who said it, and, as appropriate, from what source, when, where, how, and why. Therefore, as a general rule, few sentences within your research paper (if any) should begin with quotation marks. Here are four basic ways to introduce quotations within your research paper:

- Use a short introductory phrase to lead right into the quotation. (For example: "In *The Origin of Species*, Darwin writes: '[quote]'; "In the words of Thomas Jefferson, '[quote]'; "According to Joseph Haydn, '[quote]'; "As Nietzsche suggests in *On the Genealogy of Morals*, '[quote]'")
- Describe the significant characteristic of the quote (or summarize the relevant background behind the quote), followed by a colon and the quotation. (For example: "Darwin emphasizes the impact of geographic isolation: '[quote]'; "Jefferson's conviction is strong: '[quote]'; "Haydn displays his respect for Mozart: '[quote]'; "Nietzsche argues against selflessness: '[quote]'")
- Integrate a quoted fragment at the end of your sentence, using the subordinating conjunction "that." (For example: "In *The Origin of Species*, Darwin demonstrates that '[quote]'; "In his First Inaugural Address, Jefferson declares that '[quote]'; "Haydn's letter to von Genzinger reveals that '[quote]'; "In *On the Genealogy of Morals*, Nietzsche concludes that '[quote]'")
- Integrate a quoted fragment at the end of your sentence, without "that." (For example: "Darwin suggests that isolation is '[quote]'; "Jefferson's assertion regarding '[quote]'; "Haydn recounts a dream in which '[quote]'; "Nietzsche's considers conscience to be '[quote]'")

Also, to add more variety to your prose, use strong verbs when introducing quotations and referring to your research sources. Try to choose verbs that a) match the content and tone of the information that they introduce and b) give your readers a sense of where your logic is going. That said, here's a general word of caution (especially if you use a thesaurus): every word has its own nuanced meaning, so always be sure to use the right word in the right context! Double-check each verb's meaning before you use it!

- Instead of "the author says," consider "the author..."
...acknowledges, addresses, adds, admits, advances, advocates, affirms, agrees, allows, analyzes, answers, appeals, approves, argues, articulates, ascribes, asks, assails, asserts, attacks, attests, avers, backs up, believes, challenges, champions, charges, claims, clarifies, comments, communicates, complicates, concedes, concludes, concurs, confirms, confuses, conjectures, considers, contends, contradicts, conveys, corroborates, counters, credits, criticizes, debunks, declares, defends, defines, delineates, demonstrates, describes, develops, disagrees, discloses, discounts, discredits, disproves, disputes, disregards, dissents, doubts, elaborates, elucidates, embraces, emphasizes, endorses, espouses, evinces, examines, explains, explicates, exposes, expresses, extends, grants, guides, highlights, hints, holds, hypothesizes, ignores, illuminates, illustrates, implies, indicates, infers, inquires, insists, interprets, invalidates, invokes, judges, justifies, maintains, mentions, misjudges, modifies, muses, negates, notes, observes, offers, opines, opposes, permits, pleads, poses, posits, points out, presents, presumes, proclaims, proposes, provokes, queries, questions, reasons, recognizes, recommends, reconciles, records, refers, reinforces, rejects, relates, remarks, replies, reports, represents, resolves, responds, reveals, seconds, sets forth, shows, simplifies, speculates, states, stresses, submits, subscribes, suggests, summarizes, supports, synthesizes, theorizes, thinks, undermines, underscores, upholds, validates, wonders, writes, etc."
- Instead of "this example shows," consider "this example..."
...clarifies, communicates, complicates, confirms, contradicts, conveys, corroborates, debunks, defends, demonstrates, disproves, elucidates, emphasizes, epitomizes, espouses, exemplifies, exhibits, explains, explicates, exposes, evinces, falsifies, highlights, illuminates, illustrates, implies, indicates, invalidates, modifies, negates, points out, presents, proves, provokes, reinforces, relates, represents, reveals, showcases, simplifies, strengthens, stresses, suggests, summarizes, supports, typifies, undermines, underscores, validates, weakens, etc."

Of course, these lists are by no means exhaustive, but they should help you add some spice to your writing. In addition, don't forget to consider using negative and conditional statements with these verbs! (For example, "the author does not... acknowledge, etc." and "this example might... clarify, etc.")